

FILED: *Bldg. 7* *Ground* *3-1*  
RECORDS MANAGEMENT DIVISION

25X1A9a ATTN : Chief, Physical Security Branch  
Mr. [REDACTED]  
Chief, Construction Engineering Branch

26 May 1954

Physical Security Requirements for Proposed Records  
Center, [REDACTED]

25X1A6d

1. Reference is made to your memorandum of 5 May 1954, same subject.

2. Attached hereto are completed plans and specifications for reference building, in which are incorporated in a general way all of the physical security features indicated in your memorandum, together with additional features made necessary by the peculiarities of the structure not evident from the preliminary plans reviewed by you. Minor departures from the specific recommendations have also been made as noted in the following paragraphs. It is believed that the finished product is entirely in keeping with the spirit of your recommendations.

3. With respect to Paragraph 2a of your memorandum, it is suggested that those recommendations be followed up by persons concerned with operation of the building.

4. Burglar Protection: An ADT Phonetalarm system has been specified. Locations of the sound detection devices are shown on Sheet 10 of the drawings and a diagram of the system is shown on Sheet 9. Specifications for the system appear on Page 22-8 of the specifications. Additional burglar protection is provided at all conceivable points of forced entry, including alarm devices at doors and windows which will be actuated by the forcing of any door or window. Wire grids placed in ducts where they pass through the vault wall and at the discharge of the evaporative condenser where it passes through the roof of the mechanical space will actuate the alarm if any attempt is made to pass through the grids. Louvered openings in the exterior wall of the mechanical space are similarly protected. An error has been made by the Electrical Engineer in showing protection devices at the doors to the processing areas on each of the floors. In line with the concept of making one vault of the entire space protected by vault doors leading from the entrance passage to the inner passage, burglar protection will be moved from the inner doors to the vault door in the 12-inch wall.

Chief, Physical Security Branch

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This change will appear on an addendum to the bidding data now being prepared by the A-E. Protection will remain on the upper floor where shown in order that this entrance may be left unguarded when the upper vault area is not in use. For your information, the Records Management Officials have agreed to a standard procedure which will require that all classified material be stored in the vault during non-working hours.

5. Vault Doors: As indicated above, vault doors are to be located at the over-all entrance to the vault, rather than at the separate entrances as previously planned. It is believed that in this way security will be increased and the use of a single vault entrance will be more economical. This latter is especially true in light of the need for specially made vault doors to provide a five-foot wide opening. The same addendum referred to above will call for the wider doors, as requested by the Records Management Division. The vault doors are specified on Page 9-1 of the specifications.

6. Safety-Type Hasps: A slight departure from the recommendation contained in your memorandum has been made in that the combination locks will be made an integral part of the gates in question. It has been assumed that you would agree to the preferability of this arrangement. The detail shown on Sheet 4 is being altered to call for a smaller gap (three or four inches) from the top of frames to the underside of the slab. This should afford even greater security between the partitioned areas. This work is specified on Page 9-1.

7. As agreed orally with Mr. [REDACTED], perimeter floodlighting has now been eliminated ("K" Type fixtures shown on Sheet 10 are also being omitted by addendum to the bidding data) and exterior lighting is limited to the fixtures shown under the canopy at the loading dock.

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8. Windows in the office wing, in addition to being provided with burglar protection, are of the security type, with steel frames and mullions of minimum thickness of one-eighth inch, as specified in Section 11.

9. In summation, it is felt that the security features of the building as presently designed leave little to be desired. If further discussion or clarification are desired, the undersigned will be available at your convenience. It is requested that your approval or comments be made as soon as possible in light of the short time still remaining for any changes prior to the receipt of bids, which are due to be submitted on 10 June 1954.

RE/LO/CLM/jm (26 May 1954)

Distribution:

Orig. & 1 - Addressee

1 - RE - Records Center

1 - Mr. [REDACTED]

1 - Mr. [REDACTED]

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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment not included